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Mike Chamness – Chair
Illinois Terrorism Task Force

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ITTF POLICY STATEMENT 2007 (2)

TO: Homeland Security Grant Program (HSGP) and
Infrastructure Protection Program Grantees

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force 

DATE: July 25, 2007

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding
Food and/or Beverages Provided for Homeland Security
Training/Exercise Sessions, Meetings, or Conferences

INTRODUCTION:

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for development and helping to implement the state's homeland security strategy as an advisory body to the Governor and oversee the management and administration of the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

The use of Homeland Security Grant Program (HSGP) and Infrastructure Protection Program (IPP) funds to provide food and/or beverage at a training session, meeting, or conference is allowable subject to conditions stated below:

- Food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities budgeted by the grantee under the particular HSGP and/or IPP guidelines.
- Expenses incurred for food and/or beverages and provided at training sessions, meetings, or conferences must satisfy the following three tests:

Test 1 - The cost of the food and/or beverages provided is considered to be reasonable as outlined in the ITTF eligibility statement listed below.

Test 2 - The food and/or beverages provided are subject of a grant-related activity as outlined in the ITTF eligibility statement listed below.

Test 3 - The food and/or beverages provided are not related directly to amusement and/or social events. (Any event where alcohol is being served is considered a social event; and, therefore, costs associated with that event are not allowable).

Anyone under per diem allowances or reimbursements who attends any of these events at which food and beverages are provided must deduct the allowance for any meals (i.e. breakfast, lunch, and/or dinner) provided from his/her per diem allowance as outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees (http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm).

Unallowable costs include, but are not limited to, costs directly related to entertainment or to the purchase of alcohol.

Eligibility Requirements and Procedure for Reimbursement of Food and/or Beverage Expenses

If there is a training session, meeting, or conference in accordance with the General Policy Statement involving management and administration, planning, training, or exercise activities associated with the implementation of a HSGP and/or IPP grant funded event, the following must occur in order for the grantee to receive reimbursement for the expenditure:

- Grantee must ask the ITTF Chair or his designee in writing for authorization via email or other written communication prior to the event for which the food and/or beverage reimbursement is being sought. The authorization request must provide the purpose of the event and approximate cost of the food and/or beverage provided.
- Food and/or beverage must be provided for a grant-related activity, where leaving the training/exercise site, meeting, or conference location would delay or prevent entity from achieving goals and objectives for the event as outlined in the agenda.
- Event must commence at least one hour prior to and last one hour after the event for which the food and/or beverage is provided. The exception is breakfast were the event is required to last one hour after the food and/or beverage is provided.
- Grantee must keep a sign-in sheet listing the name of each person who is provided a food and/or beverage and create an agenda for the event. The sign-in sheet and agenda for the event must be submitted along with the invoice for the food and/or beverage to the ITTF at the time of the reimbursement request.
- Food and/or beverage provided per person shall not exceed the per diem allowance (i.e. rate per breakfast and dinner) as outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees. The exception is lunch where the per person rate shall not exceed \$7.00.

Exception to the Policy

If there is an extenuating circumstance that would prevent a grantee from adhering to this policy or where the per diem rates must be exceeded, the grantee must request in writing to the ITTF Chair an exception prior to the provision of food and/or beverage.

Effective Date of Policy

This policy is effective as of July 25, 2007.